

# Vaccine Management Storage & Handling Plans

Provider Name: \_\_\_\_\_ VFC PIN: \_\_\_\_\_

**This document provides guidance for routine and emergency storage and handling of vaccines supplied by the Idaho Immunization Program (IIP). All office staff should know the standard procedure to follow and how to handle vaccines in the event of an emergency or when the primary and back-up vaccine coordinators are not available.** These guidelines should be posted near your storage unit or where they can be easily accessed.

## VACCINE MANAGEMENT STAFF

The following individuals have primary responsibility for maintaining all procedures related to the proper storage and handling of vaccines and the training of other office staff. Assign one staff member to be primarily responsible for the vaccine management and one back-up staff member responsible when the primary is not available. A second back-up is optional.

Primary Vaccine Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Back-up Vaccine Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Back-up Vaccine Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

## VACCINE STORAGE REQUIREMENTS

- ☐ Refrigerator temperatures are maintained between 35° to 46°F (2° to 8°C).
- ☐ Freezer temperatures are maintained between -58° to 5°F (-50° to -15°C). All varicella-containing vaccine and MMR are kept in a stand-alone freezer.
- ☐ Dorm-style refrigerators or combinations units with a single door are never used for any vaccine storage.
- ☐ The freezer portion of combination units with a single compressor is never used for varicella storage.
- ☐ Plastic containers of water are placed in the refrigerator door, bottom, and beneath the cold air inlet in the unit, and frozen cold packs are placed in the freezer around the vaccine to help stabilize temperatures.
- ☐ All vaccines are stored in the middle of the unit, away from walls and vents, with space around the vaccines to allow for air circulation.
- ☐ Vaccine is kept in the original packaging with lid attached.
- ☐ Vaccine is protected from light exposure.
- ☐ Vaccine is not placed directly on glass shelves.
- ☐ Vaccine is not stored in the drawers, doors, or bottom of the refrigerator.
- ☐ Food and/or drinks are never stored with the vaccines.
- ☐ If biologicals need to be stored with the vaccine, then the biologicals must be placed on floor of the unit, under the vaccine; vaccine is the primary purpose of the storage unit.
- ☐ A certified and calibrated IIP-supplied thermometer (or other IIP-approved temperature recording device) is installed on each vaccine storage unit with a probe properly located inside each unit

## Vaccine Management Storage & Handling Plans

- ☐ "Do not unplug/turn-off" signs are clearly visible on all outlets and circuit breakers.
- ☐ Vaccine storage units are not plugged into GFI outlets (with a red reset button), plugged into surge protectors, or extension cords.

### TEMPERATURE MONITORING

A certified and calibrated, continuous recording temperature device that meets IIP requirements is used to monitor temperatures.

- ☐ Using the TR-52i provided by the IIP (the IIP is responsible for re-calibration and certification).
- ☐ This office is not using the temperature recording device provided by the IIP. The devices used in this office are listed below:

Refrigerator (list device): \_\_\_\_\_ Calibration Date: \_\_\_\_\_

Freezer (list device): \_\_\_\_\_ Calibration Date: \_\_\_\_\_

- ☐ A current certificate of calibration for each device is on file with the IIP.
- ☐ Refrigerator and freezer temperatures are checked and documented (time, name/initials, temperature) twice daily (beginning and end of the day during normal operating hours).
- ☐ Temperature logs are maintained for at least three years.
- ☐ Temperatures are downloaded each time a vaccine order is submitted to the IIP or every three months or whenever temperatures are found to be out-of-range.

The temperature files are saved: \_\_\_\_\_ (location of file)

All clinic staff is trained to take immediate action if the temperatures are out of range or the thermometer alarm is flashing.

### RECEIVING VACCINE

Vaccine is received by: \_\_\_\_\_

**Upon receipt of a shipment containing DTaP, DT, Hepatitis B, Hepatitis A, Hib, HPV, Influenza, IPV, MCV, MMR, PCV, PPV, Tdap, Td, or Rotavirus:**

- ☐ Upon vaccine arrival, check the insulated container to ensure that the vaccine has been shipped on ice or cold packs at a temperature within 35° to 46°F (2° to 8°C).
- ☐ Check the heat indicator and cold temperature monitors included in your vaccine shipment. If either monitor indicates vaccine temperature has been out of range (warmer than 46°F or colder than 32°F), then immediately call McKesson at 1-877-836-7123 and then call the IIP at 208-334-5931.
- ☐ Check the vaccine lot numbers against the packing slip included in the container to ensure the amount of vaccine sent and the lot numbers are the same. If there are discrepancies, then contact the IIP at 208-334-5931.

## Vaccine Management Storage & Handling Plans

- ☐ Place the vaccine in the refrigerator (keeping it separate from any privately purchased vaccine).
- ☐ Rotate the stock by placing the new vaccine in the back and pulling the older vaccine to the front.
- ☐ Store the **MMR** in the freezer with the Varicella and the MMRV.
- ☐ Check to make sure all the vaccine ordered through the IIP was received by comparing the packing slip with the original order placed in IRIS.
- ☐ Accept the vaccine transfer in IRIS (Login to IRIS, under Inventory click *manage transfers*, under inbound transfers click the *create date* (in blue) of the order, when the transfer opens, verify the vaccine received and click the *Accept transfer* button).
- ☐ Maintain vaccine packing slips for three years.

**Contact McKesson Specialty at 1-877-822-7746 with any discrepancy/damage within 2 hours of receiving the vaccine shipment.**

### Upon receipt of Varicella or MMRV:

- ☐ Varicella and MMRV vaccine should arrive frozen. The temperature should be between -58° to 5°F (-50° to -15°C).
- ☐ Follow the check-in procedure as detailed above, except be sure to store Varicella-containing vaccines in the freezer.

### VACCINE ORDERING

Vaccine ordering will be done on the following schedule:

Frequency (monthly, bimonthly, quarterly, etc.): \_\_\_\_\_

First or Second half of the month: \_\_\_\_\_

- ☐ Make a list of vaccines you need to order. CDC recommends providers have a four-week supply of vaccine available.
- ☐ Record the current temperature of each vaccine storage unit in IRIS under *record cold storage*.
- ☐ Submit the actual, physical on-hand counts of vaccine in the office (see Inventory Management).
- ☐ Order vaccine brands as listed on the Vaccine Brand Choice Form submitted to the IIP.

A copy of the submitted form may be found: \_\_\_\_\_

### INVENTORY MANAGEMENT

Vaccine inventory counts will be done on the following schedule:

Frequency (monthly, bimonthly, quarterly, etc.): \_\_\_\_\_

First or Second half of the month / day of the week: \_\_\_\_\_

Best practice is to complete and submit your accountability monthly. If you need assistance with your accountability, please contact the Idaho Immunization Program at 208-334-5931.

## Vaccine Management Storage & Handling Plans

Use your IRIS inventory count report and on-hand counts to verify the amount of vaccine you have in the office.

Store and rotate vaccines according to expiration date and use vaccines with the shortest expiration dates first.

Vaccine rotation is conducted on: \_\_\_\_\_ (day of the week)

- ☐ If vaccines are within 90 days of expiration and will not be used, then contact the IIP by fax (208-334-4914) or email ([IIP@dhw.idaho.gov](mailto:IIP@dhw.idaho.gov)) to see if another provider may be able to use the vaccines before expiration.
- ☐ Expired vaccine is immediately removed from the vaccine storage units and labeled "Do Not Use".
- ☐ Complete the McKesson Vaccine Return Form and submit a copy to the IIP.
- ☐ Package any expired and/or compromised vaccine in its original packaging for return to McKesson Specialty Distribution.
- ☐ Ship the expired and/or compromised vaccines back to McKesson as soon as the return label is received.
- ☐ Include a copy of the McKesson Vaccine Return Form in the box with the vaccines (include only the vaccine listed on the form).

### STORAGE UNIT MAINTENANCE PLAN

- ☐ Dust coils at the bottom or back of refrigerator and freezer every \_\_\_\_\_.
- ☐ Wipe the interior of the storage unit with warm, slightly soapy water and wipe dry to prevent the growth of mold, mildew, or fungus, once every \_\_\_\_\_.
- ☐ Visually inspect the seal around the door of the unit for any wear, brittleness, or cracks, at least once per month.
- ☐ Vaccine staff should check that the doors of vaccine storage units are tightly shut daily.

Record the following information on each vaccine storage unit:

| Type of Unit<br>(Refrigerator or Freezer) | Brand | Model | Serial # |
|---|-------|-------|----------|
|   |       |       |          |
|   |       |       |          |
|   |       |       |          |
|   |       |       |          |
|   |       |       |          |

# Vaccine Management Storage & Handling Plans

## EMERGENCY VACCINE STORAGE AND HANDLING PLAN

This plan should be followed any time the usual vaccine storage is not maintaining proper temperatures, such as during a power outage, vaccine storage unit malfunction, or other emergency.

Record the current time and temperature of the freezer and refrigerator. Download the temperature recorder data to determine how long the refrigerator or freezer have been out of range.

Notify those listed below in the event of a power/storage unit failure:

Primary Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Person with 24 Hour Access: \_\_\_\_\_ Phone: \_\_\_\_\_

Person with 24 Hour Access: \_\_\_\_\_ Phone: \_\_\_\_\_

How will designated personnel be contacted in vaccine storage emergency (i.e. phone, alarm, etc.)?

If the failure has lasted more than 1-2 hours and/or temperatures are not staying within range (Refrigerator 35-46°F; Freezer -58-5°F), then prepare vaccine for transport to another location until power is restored or refrigerator malfunction is corrected.

Designated alternative storage units or facilities (back-up refrigerator, pharmacy, other provider, etc.)

| Alternate Unit/ Location | Contact Person | Address and Telephone Number |
|--------------------------|----------------|------------------------------|
|                          |                |                              |
|                          |                |                              |
|                          |                |                              |

Note: The alternate location should have proper refrigerator and freezer units, temperature monitoring capabilities, and backup power. Vaccines may not be stored in a storage unit at a personal residence.

Procedures that designated personnel should follow to access alternative units or facilities:

- ☐ Do not open the storage units until all preparations, for packing and moving the vaccine, have been made.
- ☐ Pack all vaccines for transport in an insulated container with cold packs. A barrier (i.e. bubble wrap, crumpled brown packing paper) should be placed between the vaccine and ice or cold packs to prevent vaccine from freezing.
- ☐ Items for packing vaccines are stored in the following location:

\_\_\_\_\_

## Vaccine Management Storage & Handling Plans

- ☐ Varicella has stringent temperature requirements and must be packed separately in an insulated container filled with as many ice packs as possible. Varicella-containing vaccines should never be transported on dry ice.
- ☐ During transport, a thermometer should be kept with the vaccine to continually monitor temperatures.
- ☐ Vaccine should never be moved in the trunk of a vehicle.
- ☐ Note the time the vaccine was removed from the refrigerator/freezer and the temperature of the units when vaccine is removed. Also note when the vaccine is moved into the alternate storage units.
- ☐ Mark all vaccine "Do Not Use" until viability of vaccine is determined.
- ☐ Contact the IIP for further assistance at 1-208-334-5931. A staff member will assist you with the incident and determining if your vaccine is still viable.

Designate a refrigerator/freezer repair company to contact for equipment problems:

Company Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Other contact information:

Power company: \_\_\_\_\_ Phone: \_\_\_\_\_

Vaccine storage unit alarm company  
(if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

Generator repair company  
(if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

National Weather Service: \_\_\_\_\_ Phone: \_\_\_\_\_

Vaccine Manufacturer Contact Information:

| Vaccine Brand Name   | Manufacturer          | Phone          |
|--|-----------------------|----------------|
| Infanrix®, Kinrix®, Pediarix®, Havrix®, Twinrix®, Engerix B®,<br>MENHIBRIX®, Cervarix®, Rotarix®, Boostrix®, Fluarix®, FluLaval® | GlaxoSmithKline (GSK) | (866) 475-8222 |
| FluMist®   | MedImmune             | (877) 633-4411 |
| Vaqta®, RecombivaxHB®, PedvaxHIB®, Gardasil®, M-M-R®II,<br>ProQuad®, Pneumovax®, RotaTeq®, Varivax®                              | Merck & Co., Inc.     | (800) 637-2590 |
| Menveo®, Fluvirin®   | Novartis              | (877) 683-4732 |
| Prevnar 13™  | Pfizer                | (800) 438-1985 |
| Daptacel®, Pentacel®, IPOL®, ActHIB®, Menactra®, Tenivac®,<br>Adacel®, Fluzone®  | Sanofi Pasteur        | (800) 822-2463 |

Idaho Immunization Program Contact Information:

Main Phone: (208) 334-5931

Main Fax: (208) 334-4914

Email: [IIP@dhw.idaho.gov](mailto:IIP@dhw.idaho.gov)

# Vaccine Management Storage & Handling Plans

## STAFF TRAINING AND EDUCATION

☐ The primary and back-up vaccine coordinator must complete and document annual training by completing one of the following:

Participation in a VFC Compliance Site Visit with IIP staff, or  
Participation in an Enhanced Technical Site Visit with health district staff, or  
Complete two web-based training modules. CDC's *You Call the Shots*: Vaccine Storage and Handling, and  
Vaccines for Children (VFC) located at <http://www.cdc.gov/vaccines/ed/youcalltheshots.htm>.

- ☐ The Vaccine Storage and Handling Plan is posted on or near vaccine storage units.
- ☐ Every new staff member is trained on the topics covered in this plan at the time of orientation/hire.
- ☐ The Vaccine Storage and Handling Plan is reviewed with all staff annually. This training should be documented.
- ☐ All new staff are trained on vaccine use and handling, including preparation, protection from light, shelf life after reconstitution, checking labels and expiration dates before use, and indications for use.
- ☐ Annual immunization-related training is documented for all staff who administer or manage immunizations. This includes attendance at the IIP conferences offered each spring and fall (Shot Smarts and Booster Shots), as well as other on-site trainings, web-based trainings, and distribution of written materials.
- ☐ Staff have immediate access to resources about vaccines, such as the CDC's Epidemiology and Prevention of Vaccine-Preventable Diseases (The Pink Book) and the CDC's Vaccine Storage and Handling Toolkit (<http://www.cdc.gov/vaccines/recs/storage/toolkit/>).
- ☐ Vaccine administration protocols and recommended immunization schedules are posted near vaccine preparation areas.

Training Log:

| Date of Training | Topics Covered | Number of Attendees* |
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\*IIP staff will ask for a list of the attendees

## Vaccine Management Storage & Handling Plans

The Vaccine Management Storage and Handling Plans are reviewed annually and updated as needed. Plan reviews and updates are documented below:

| Update/Review Date | Preparer/Reviewer's Printed Name and Title | Preparer/Reviewer's Signature |
|--------------------|--|-------------------------------|
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